

BOROUGH OF BRADLEY BEACH

PURCHASE ORDER	
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.	
NO.	22-00597

ORDER DATE: 03/29/22
 REQUISITION NO:
 DELIVERY DATE:
 STATE CONTRACT:
 ACCOUNT NUM:

PAYMENT RECORD	
CHECK NO.	55056
DATE PAID	7/13/22

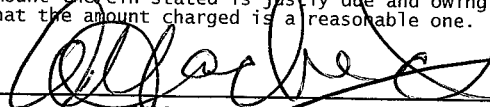
NOTICE: TAX ID #21-6000377 - TAX EXEMPT

SHIP TO	BOROUGH OF BRADLEY BEACH 701 MAIN STREET BRADLEY BEACH, NJ 07720
	VENDOR #: H0188
VENDOR	HOLMAN FRENIA ALLISON, P.C. 1985 CEDAR BRIDGE AVENUE SUITE 3 LAKEWOOD, NJ 08701

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	Payroll Assessment	2-01-20-100-000-203	2,000.0000	2,000.00
1.00	Payroll Assessment	MISCELLANEOUS		
1.00	Payroll Assessment	2-01-20-130-000-212	2,000.0000	2,000.00
1.00	Payroll Assessment	MISC		
1.00	Payroll Assessment	2-01-26-310-000-264	3,000.0000	3,000.00
1.00	Payroll Assessment	CONTRACTS		
1.00	Payroll Assessment	2-07-55-502-000-586	3,500.0000	3,500.00
1.00	Payroll Assessment	3RD PARTY EXPENSE		
1.00	Payroll Assessment	2-05-55-502-000-501	2,000.0000	2,000.00
		MISCELLANEOUS		
			TOTAL	12,500.00
				\$6,380

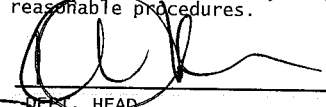
CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

X 
 VENDOR SIGN HERE
 OFFICIAL POSITION DATE
 TAX ID NO. OR SOCIAL SECURITY NO.

OFFICER'S CERTIFICATION

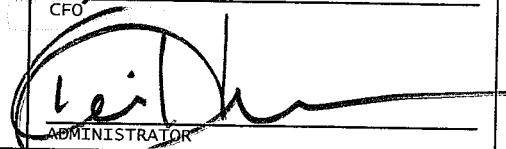
I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.


 DEPT. HEAD DATE

VENDOR MUST SIGN CERTIFICATION STATEMENT ON THIS VOUCHER. MAIL VOUCHER & ITEMIZED BILLS TO:
 BOROUGH OF BRADLEY BEACH

APPROVAL TO PURCHASE

DO NOT ACCEPT THIS ORDER UNLESS IT IS SIGNED BELOW.


 CFO

 ADMINISTRATOR

BOROUGH OF BRADLEY BEACH

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NO.	22-00597

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NOTICE: TAX ID #21-6000377 - TAX EXEMPT

SHIP TO	BOROUGH OF BRADLEY BEACH 701 MAIN STREET BRADLEY BEACH, NJ 07720
	VENDOR #:
VENDOR	HOLMAN FRENIA ALLISON, P.C. 1985 CEDAR BRIDGE AVENUE SUITE 3 LAKEWOOD, NJ 08701

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	Payroll Assessment	2-01-20-100-000-203	2,000.0000	2,000.00
1.00	Payroll Assessment	MISCELLANEOUS		
1.00	Payroll Assessment	2-01-20-130-000-212	2,000.0000	2,000.00
1.00	Payroll Assessment	MISC		
1.00	Payroll Assessment	2-01-26-310-000-264	3,000.0000	3,000.00
1.00	Payroll Assessment	CONTRACTS		
1.00	Payroll Assessment	2-07-55-502-000-586	3,500.0000	3,500.00
1.00	Payroll Assessment	3RD PARTY EXPENSE		
1.00	Payroll Assessment	2-05-55-502-000-501	2,000.0000	2,000.00
		MISCELLANEOUS		
			TOTAL	12,500.00

FINANCE

The Borough of Bradley Beach

Payroll Analysis Engagement

Proposal for Payroll Assessments and Deduction Analyses

Service for: The Borough of Bradley Beach

Prepared by: John T. Zim

Lead Consultant:

John T. Zim, CVA®

Director

Holman Frenia Allison, P.C.

jzim@hfacpas.com

March 7, 2022

The Borough of Bradley Beach

Page 2 of 3

- The Client provides access to the internal resources (people, processes, technology, and facilities) necessary to execute project activities in a timely fashion.
- All resources staffed to this project, both at the Client and HFA, are available to perform their required functions.
- In the event of an unplanned change in staffing, the change will be reconciled within a reasonable timeframe.
- Any unanticipated delay in resource and material availability may delay the project timeline.

Our fee for this engagement will be a total of **\$12,500.00** (not-to-exceed) based on our hourly rates as follows:

Partner	\$ 200.00
Director	175.00
Supervisor	150.00
Senior	120.00
Advisor	105.00

The fee estimate is based on the dependencies stated herein and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes sixty (60) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Each party agrees that it will not at any time during or after the termination of this Agreement reveal, divulge or make known to any person, firm or corporation any secret or confidential information concerning the other party's business or operations, which information became known or available to the receiving party during the term of this Agreement ("Confidential Information"). "Confidential Information" means all information relating to the business, business plans, customers, suppliers, operations, methodologies, technologies, systems, hardware, software or procedures of a party that is not generally known to the public and which information is either identified as "Confidential" and/or "Proprietary," or which, under all of the circumstances, ought reasonably to be treated as confidential and/or proprietary. Confidential Information shall not include information that (1) is, at the time of disclosure, or thereafter becomes, part of the public domain through a source other than through a breach by the receiving party of the provisions of this Agreement or any other non-disclosure agreement between the parties then in effect; (2) was known to the receiving party at the time of disclosure without any obligation of confidentiality to the disclosing party with respect to such information; (3) is independently developed by the receiving party without the use or assistance of information that otherwise would be independently deemed Confidential Information; or (4) is subsequently learned from a third party not known by the receiving party to be subject to an obligation of confidentiality with respect to the information disclosed.

Each party will, at all times, hold all Confidential Information in confidence. Without express written authorization from the disclosing party, the receiving party will not use Confidential Information for its own benefit or for the benefit of any party other than the disclosing party, and will not duplicate or disclose the Confidential Information in any manner to any other party other than such of its employees who have a need to know such information in connection with their performance of the services described in this engagement letter.

HFA incurs great expense in hiring and training its personnel. Accordingly, during the period beginning with the Effective Date of this Agreement and ending twelve (12) months after the date of the last invoice from HFA to Client, neither the

Vendor: H0188 HOLMAN FRENIA ALLISON, P.C.
 PO: 22-00597 DESC: Payroll Assessment
 INV: 53151 AMT: 6,380.00

6,380.00

Check Date: 07/14/22 Check Amount: \$*****6,380.00

Vendor: H0188 HOLMAN FRENIA ALLISON, P.C.
 PO: 22-00597 DESC: Payroll Assessment
 INV: 53151 AMT: 6,380.00

6,380.00

Check Date: 07/14/22 Check Amount: \$*****6,380.00

DETACH BEFORE DEPOSITING

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS. SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE. MISSING A FEATURE INDICATES A COPY.

**BOROUGH OF BRADLEY BEACH**

701 MAIN STREET
 BRADLEY BEACH, N.J. 07720

PNC Bank, N.A.
 New Jersey

No. 055056

55-760
 312

CLEARING ACCOUNT

DATE

CHECK NO.

AMOUNT

07/14/22

55056

\$*****6,380.00

Six Thousand Three Hundred Eighty AND 00/100 Dollars

TO THE
 ORDER
 OF

HOLMAN FRENIA ALLISON, P.C.
 1985 CEDAR BRIDGE AVENUE
 SUITE 3
 LAKEWOOD, NJ 08701

Larry Fox MAYOR
Christina CHIEF FINANCIAL OFFICER
Rica Kostopoulou BOROUGH CLERK

⑈055056⑈ ⑆031207607⑆ 8017785883⑈